

Secretary of State Facts – FY '07

http://www.sos.state.ia.us/



General Information

Address: First Floor
Lucas Building
Des Moines, IA 50319

Workforce Data (unless otherwise noted, information provided is at the end of FY '07)

# FT EEs: 36	# PT EEs: 0	# Temporary EEs: 1	Average Length of Service: 13.44
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Span of Control: N/A	% Performance Evaluations Completed: 34.4%	Total Unemployment Insurance Claims: N/A
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Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	1	45-54	8	<25	0	45-54	1	# of Females:	28	# of Males:	8
25-34	6	55-64	10	25-34	0	55-64	2	% of WF:	77.78%	% of WF:	22.22%
35-44	9	65+	2	35-44	1	65+	0	Average Age:	48.13	Average Age:	41.00
Employee Average Age: 46.54				Supervisor Average Age: 51.55				Average Length of Service: 14.69		Average Length of Service: 9.06	

Minorities		Breakout of Minorities		Non-minorities	
# of Minorities:	2	# of African-American:	0	# of Non-minorities:	31
% of Workforce:	5.56%	# of Asian:	0	% of Workforce:	86.11%
Average Age:	48.71	# of American Indian:	0	Average Age:	46.23
Average Length of Service:	16.44	# of Hispanic or Latino:	2	Average Length of Service:	13.65

Persons With Disabilities		Persons With Non-Disabilities	
# of Persons With Disabilities:	0	# of Persons With Non-Disabilities:	33
% of Workforce:	0%	% of Workforce:	91.67%
Average Age:	0	Average Age:	46.60
Average Length of Service:	0	Average Length of Service:	13.26

Officials/Administrators EEO Category 1: 6	Professionals EEO Category 2: 16	Technicians EEO Category 3: 0	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 13	Skilled Craft EEO Category 7: 0	Service/Maintenance EEO Category 8: 0

Separation Rate: 31.58%	Hire Rate: 21.05%	Number Hires: 5	Transfer In: 3
Retirements: 0	All Terminations: 0	Voluntary Quits: 1	Transfer Out: 11

# of Classes Used: 20	Most Populous Classes: Info Tech Support Wkr 2 (7), Clerk-Specialist (4), Admin Assistant 2 (3)
Separations - By Class:	Management Analyst 3 (1)
# Eligible for Retirement:	6 in the next 5 years % Eligible: 16.67%

Leave and Benefits (unless otherwise noted, information provided is at the end of FY '07)

Vacation Payouts: \$27,274.84	Sick Leave Payouts: \$0	Annual Payroll: \$2,040,336.46	Avg. Base Salary: \$52,271	Overtime Days Worked: 183.4
Overtime Cost: \$44,928.99	Reassignment Pay: \$0	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Workers' Comp Payouts: \$24,475.11	Vacation Pay - Earned Value: \$150,339.13	Vacation Days Earned: 750.7	Vacation Used Expense: \$127,788.96	Vacation Days Taken: 726.0
Workers' Comp Days Used: 8	Sick Leave Days Earned: 625.0	Reg. Sick Leave Used Expense: \$45,154.88	Reg. Sick Leave Days Used: 259.5	Converted Sick Leave To Vacation Days Used: 128.0
	Sick Leave -Earned Value: \$121,005.97		Avg. Sick Leave Days Per EE: 7.21	Converted Sick Leave To Vacation Used Expense: \$29,812.92
Injury Leave Used Expense: \$0	Injury Leave Days Used: 0	Classification Appeals: N/A	<u>Reclassifications</u> Up (Filled): 0 Up (Vacant): 0 Down (Filled): 2 Down (Vacant): 1 Lateral (Filled): 0 Lateral (Vacant): 0 Approx. Annual New Cost of Reclassified Positions:* \$(11,970.40)	<u>Grievances</u> Contract Grievances: 0 Disciplinary: 0 Language: 0 Non-Contract Grievances: 0 Disciplinary: 0 Language: 0 Arbitrations: 0
Funeral Leave Used Expense: \$3,214.52	Funeral Days Used: 21.3	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$0	Jury Leave Days Used: 0	Special Duty Pay: \$0		

* based on difference between average of old and new pay grade FY '07. Vacancies and laterals were not calculated into the "cost."

Affirmative Action (Remedial Underutilization [RUU] and Remedial Hiring Goals)

Females: Current Year (FY '07) RUU: N/A Current Year (FY '07) Goal: N/A	Minorities: Current Year (FY '07) RUU: N/A Current Year (FY '07) Goal: N/A	PWD: Year (FY '07) RUU: 4 Current Year (FY '07) Goal: 2
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Sources: AS400 Queries; "Just the Facts for FY07" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: August 22, 2008